DON Code of Privacy Act Fair Information Principles

- **DON has devised a list of principles to be applied when handling Protected Personal Information (PPI) . This is referred to as the DON Code of Privacy Act Fair Information Practices.**

- **Any DON employee, military member, or contractor who handles the personal information of others must abide by the principles set forth by the Code.**

The DON Code of Fair Information Principles

1. <u>The Principle of Openness</u>: When we collect personal data from
we will inform you of the intended uses of the data, the disclosures
will be made, the authorities for the collection, and whether the co
is mandatory or voluntary. We will collect no data subject to the Pr
unless a Privacy Act system notice has been published in the Feder
Register and posted on the and at www.privacy.navy.mil.

2. <u>The Principle of Individual Participation</u>: Unless DON has claime
exemption from the Privacy Act, we will, upon request, grant you a
your records; provide you a list of disclosures made outside the De
of Defense ; and make corrections to your file, once shown to be in

3. <u>The Principle of Limited Collection</u>: DON will collect only those
data elements required to fulfill an official function or mission grou
law. Those collections are conducted by lawful and fair means.

The DON Code of Fair Information Principles (cont'd)

4. The Principle of Limited Retention: DON will retain your persona information only as long as necessary to fulfill the purposes for whi is collected. Records will be destroyed in accordance with establish records management principles.

5. The Principle of Data Quality: DON strives to maintain only ac relevant, timely, and complete data about you.

6. The Principle of Limited Internal Use: DON will use your persona only for lawful purposes. Access to your data will be limited to tho Department of Defense individuals with an official need for access.

7. The Principle of Disclosure: DON employees and military membe zealously guard your personal data to ensure that all disclosures ar with your written permission or are made in strict accordance with Privacy Act.

The DON Code of Fair Information Principles (cont'd)

8. **<u>The Principle of Security</u>: Your personal data is protected by ap safeguards to ensure security and confidentiality. Electronic sys be periodically reviewed for compliance with the security princip Privacy Act, the Computer Security Act, and related statutes. Ele collections will be accomplished in a safe and secure manner.**

9. **<u>The Principle of Accountability</u>: DON and our employees, militar members, and contractors are subject to civil and criminal penal certain breaches of Privacy. DON is diligent in sanctioning indivi who violate Privacy rules.**

10. **<u>The Principle of Challenging Compliance</u>: You may challenge DO you believe that DON has failed to comply with these principles, Privacy Act, or the rules of a system of records notice. Challeng addressed to the person accountable for compliance with this Co local Navy/Marine Corps Privacy Act manager, CNO (DNS-36), or CMC (ARSF).**